# QUOTE FORMS TO BE SUBMITTED

## Instructions

* 1. Respondents must complete and submit all of the following:

|  |
| --- |
| Document required: |
| A1 - Form of Quote |
| A2 - Conflict of Interest, compliance and disclosure |
| A3 - Selected Categories |
| A4 - Schedule of Rates |
| A5 – Client references |
| A6 – Key Personnel CV |
| Business or Work Profile – maximum number of pages permitted is six (6) A4-sized pages |

* 1. The formats for A1 to A6 are provided in this section.
  2. Respondents who fail to supply **all** of the items listed above, will be deemed non-compliant and will be excluded from progressing into the Evaluation stage.

## A1 – Form of Quote

|  |  |
| --- | --- |
| **Quote For:** | CIIC Consultancy Panel |
| **Supplier:** | [Name of supplier] |

Having examined the Request for Quotes Documents in relation to Quote Reference No. CIICRFQ03 and dated \_\_/\_\_/\_\_, released by Cook Islands Investment Corporation, I/we submit the following offer.

I/we offer to perform the work, if offered, under the Panel Arrangement as described in section 5 Panel Arrangements, for the fees offered in ‘A4 – Completed Schedule of Rates’, stated exclusive of Value Added Tax, together with such other sums as may be ascertained in delivering the services.

I/we acknowledge receipt of Notices \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

I/we **agree/do not agree** [delete whichever does not apply] to the Terms and Conditions of the Consultancy Agreement in Attachment 1 of the said RFQ and **do/do not** [delete whichever does not apply] propose any amendments.

I/we have populated the rates for all applicable items in A4 Completed Schedule of Rates for the categories selected in A3 Selected Categories and understand these will be used for the period of the Panel contract, and may be adjusted in 12-monthly intervals for inflation subject to agreement with the Principal.

This Quote remains valid for acceptance for a period of sixty (60) working days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.

This Quote together with your written acceptance thereof, shall constitute a binding contract between us.

I/we understand that you are not bound to accept any Quote you may receive.

I/we understand that no contract shall come into existence, and no legal or other obligations shall arise between us and you (or between us and any other agent of the Principal) in relation to the conduct, outcome or otherwise of the RFQ process, prior to and apart from your acceptance of our Quote.

I/we understand that you may contact the referees nominated by us in this offer and make whatever enquiries you deem necessary regarding our financial health and ability to deliver the Services. Further, during the Quote evaluation stage I/we understand and agree that you may request specific information from all respondents in order to assist your assessment. I/we acknowledge that a failure to provide such information may result in disqualification from the process.

I/we **consent / do not consent** [delete whichever does not apply] to provide services to Third Party Agencies if my/our Quote is successful.

I/we provide the following information required to be submitted with this Quote:

* A2 – Conflict of Interest Declaration
* A3 – Selected Categories
* A4 – Complete Schedule of Rates
* A5 – Client References
* A6 – Key Personnel CV
* Business or Work Profile (six (6) A4-page maximum)

I/we confirm that all information contained and submitted in connection with this Quote is true and correct at the time of submission**.**

I/we confirm that I/we do not have any current criminal offences relating to the services offered under the Panel nor subject to pending litigation on the same.

*If the respondent is unable to agree to any clauses included in the Conditions to the Contract, it must set out in a table form the clause reference, reason why the respondent cannot accept it and proposed alternative wording.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Respondents details:** |  | | |
| *Respondents full name:* |  | | |
| *Respondents trading name (if Company):* |  | | |
| *Contact person (if Company):* |  | | |
| *Postal address:* |  | | |
| *Physical address:* |  | | |
| *Phone number:* |  | | |
| *Mobile:* |  | | |
| *Email address:* |  | | |
|  | | | |
| *Signature* | |  | *Date* |
| *Full Name* | |  | *Position (if Company)* |

## A2 – Conflict of Interest Declaration

A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this RFQ process.

In submitting this Quote I declare:

* I understand that an actual, potential or perceived conflict of interest may arise in participating in this RFQ process and that I am obliged to declare any such conflict of interest.
* I confirm that in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the Principal.
* If a conflict of interest arises at any time before the selected supplier has been awarded, I will advise the Principal immediately.
* I have personally completed this declaration on behalf of the Supplier(s) and declare that the submitted Quote and information provided are true and correct.

|  |  |  |
| --- | --- | --- |
| **I declare that I have a potential conflict of interest as follows:** | | |
|  | | |
|  | | |
|  | | |
|  | | |
| **I will manage this conflict of interest by:** | | |
|  | | |
|  | | |
|  | | |
| **Declared by:** | | |
| *Signature* |  | *Date* |
| *Full Name* |  | *Position (if Company)* |

## A3 - Selected Categories

Respondents are to select the relevant categories in the table below, and demonstrate eligibility for the selection in A5 and A6. Refer to the eligibility requirements for each category in section 4.

|  |  |  |
| --- | --- | --- |
| **Specialisation** | **Panel Category Selection** | |
|  |  | |
| Architecture | AR1 |  |
|  | AR2 |  |
|  | AR3 |  |
|  | AR4 |  |
| Structural and Civil Engineering | SC1 |  |
|  | SC2 |  |
|  | SC3 |  |
|  | SC4 |  |
| Quantity Surveying | QS1 |  |
|  | QS2 |  |
|  | QS3 |  |
|  | QS4 |  |
| Geotechnical Engineering | GE1 |  |
|  | GE2 |  |
|  | GE3 |  |
|  | GE4 |  |
| Electrical and Mechanical Engineering | EM1 |  |
|  | EM2 |  |
|  | EM3 |  |
|  | EM4 |  |
| Project Management | PM1 |  |
|  | PM2 |  |
|  | PM3 |  |
|  | PM4 |  |
| Environment, Marine and Coastal Impacts | EIA |  |
| Procurement Advisory | PA |  |
| Social Impact Assessment | SIA |  |
| Economic Impact Assessments | ECA |  |
| Activity Management | AM |  |

## A4 – Completed Schedule of Rates

Hourly and day rates are your maximum charge-out fees. The rates must include all costs associated with the following:

* working on Rarotonga or in the case of an international respondent, work from your usual place of residence/business.
* maintaining ongoing communications and attending face-to-face or online meetings as required.
* hardware and software licenses applicable to the specialisation,
* Professional indemnity premiums and fees relating to maintaining professional registrations where applicable
* Business registration and applicable charges

Costs associated with international and outer island travel (i.e. airfares, accommodation, and daily subsistence allowances) should not be included. All related costs shall be at the rate determined by UNDP and international travel at economy rate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Specialisation**  (i.e. Architecture) | **Panel Category**  (i.e. AR1) | **Hourly Rate NZD** (exclusive of VAT) | **Day Rate NZD**  (exclusive of VAT) |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |

(add additional rows if required).

## A5 – Client references

Client references must be provided for key personnel nominated in the Quote. A minimum of two (2) references are required for each person nominated, and must be based on past or current work that is relevant to the categories selected.

Referees may be former or current clients and/or employers. In the case of Tier 3 submissions, this may be completed by a former lecturer and/or employer.

The Principal will at its sole discretion verify the information provided or use other known clients to verify past performances.

Refer to the template provided on the next page.

Client Reference Form

|  |  |
| --- | --- |
| **REFEREE DETAILS** |  |
| **Name:** |  |
| **Position and business/company name, if applicable:** |  |
| **Country:** |  |
| **Contact email & phone:** |  |
| **REFERENCE:** |  |
| **Name of person for whom this reference is for:** |  |
| **Role or position held and location:** |  |
| **Contract duration, start and end date:** |  |
| **Specific responsibilities:** |  |
| **Specific deliverables:** |  |
| **Value of projects/work delivered:** |  |
| **General comments on work performance:** |  |

## A6 –Key Personnel Curriculum Vitae (CV)

Complete a separate form for each individual

|  |
| --- |
|  |

Full Name

|  |
| --- |
|  |

Current Residential Address

|  |  |
| --- | --- |
|  |  |

Date of Birth Citizenship

|  |
| --- |
|  |

Education (qualification, institution, year)

|  |
| --- |
|  |

Membership of Professional Associations

|  |
| --- |
|  |

Other Training

|  |
| --- |
|  |

Field of practise

|  |
| --- |
|  |

Software proficiencies

|  |
| --- |
|  |

Countries of Work Experience

**Employment Record relevant to selected categories:**

|  |  |
| --- | --- |
| From: | To: |
| Employer: | Position held: |

|  |  |
| --- | --- |
| From: | To: |
| Employer: | Position held: |

|  |  |
| --- | --- |
| From: | To: |
| Employer: | Position held: |

**Work Undertaken that Best Illustrates Capability relevant to selected categories:**

|  |  |
| --- | --- |
| Name of assignment of project: | |
| Year: | Location: |
| Client: | Position held: |
| Main project features: | |
| Activities performed: | |

|  |  |
| --- | --- |
| Name of assignment of project: | |
| Year: | Location: |
| Client: | Position held: |
| Main project features: | |
| Activities performed: | |

|  |  |
| --- | --- |
| Name of assignment of project: | |
| Year: | Location: |
| Client: | Position held: |
| Main project features: | |
| Activities performed: | |

|  |  |
| --- | --- |
| Name of assignment of project: | |
| Year: | Location: |
| Client: | Position held: |
| Main project features: | |
| Activities performed: | |